

GENERAL SERVICES ADMINISTRATION Approved For Release 2001/08/09 : CIA		DEPARTMENT OR AGENCY A-FDP78-05538A0000070028-4 BUREAU, OFFICE OR SERVICE Office of the Comptroller
REPORT OF ELECTRICAL TYPEWRITERS IN USE See reverse for instructions		ORGANIZATIONAL UNIT (Name and location of unit having physical custody of machine) Technical Accounting Staff
LOCATED (Check one) <input checked="" type="checkbox"/> IN UNITED STATES <input type="checkbox"/> OUTSIDE UNITED STATES		APPROPRIATION TITLE
(Check one) <input type="checkbox"/> RENTED <input checked="" type="checkbox"/> GOVERNMENT-OWNED		
(Check one) <input type="checkbox"/> USED IN POOL <input checked="" type="checkbox"/> USED OUTSIDE POOL		
TYPE OF MACHINE Electric Typewriter		
MAKE (Name of manufacturer) IBM		
CARRIAGE LENGTH Platen in 12" Inches	NUMBER OF MACHINES INCLUDED IN THIS REPORT 1	AVERAGE NUMBER OF HOURS USED PER WORK DAY DURING PAST YEAR (If report covers machines in a pool, enter total hours used per day for all machines) \$ 350.00
COST (If report pertains to Government-owned machines)		\$ 350.00
ANNUAL RENTAL (If report pertains to rental machines)		\$
TYPE OF WORK (Enter time used for each of the following types)		AVERAGE NUMBER OF HOURS USED PER WORK DAY DURING PAST YEAR
A. CONTINUOUS FORMS OR INVOICE PREPARATION		---
B. STENCIL OR REPRODUCTION WORK		---
C. MULTIPLE COPIES (10 OR MORE)		---
D. STATISTICAL OR TABULAR		---
E. COPY OVER 15" IN WIDTH		---
F. CORRESPONDENCE		3
G. OTHER (Specify) Regulations and Accounting Procedures & Forms		5
H.		
I.		
J.		
K.		
L.		
REMARKS The Technical Accounting Staff has the responsibility for drafting of all Agency accounting regulations, procedures and forms which necessitates many copies of these documents being typed for the information of and working level collaboration with interested Agency components.		
STATINTL PREPARED BY (Signature)		DATE PREPARED October 1953
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